

Chapter 5--Requisitioning

Overview This chapter is intended to provide guidance to requesters and contract administrators on the requisitioning, inspection, and acceptance of Business Operations Division procurements.

In this chapter The following information is found in this chapter:

Topic	See Page
Requisitioning, Inspection, and Acceptance Procedure	5-1-1
Responsibilities in Quality-Affecting Procurement, Inspection, and Acceptance	5-2-1
Inspection and Acceptance	5-3-1

Section 1--Requisitioning, Inspection, and Acceptance Procedure

Introduction The Requisitioning, Inspection, and Acceptance Procedure is provided as guidance on the requirements and methods to be used when Business Operation (BUS) Division personnel are the requesters for the procurement of goods and services. For additional information on any of the purchasing methods described in this procedure, refer to *Purchasing at Los Alamos National Laboratory: A Requester's Guide*. This procedure supplements the Requester's Guide by providing specific guidance for determining whether and how to apply quality assurance controls to a procurement.

Required records The requester maintains adequate documentation of applicable quality requirements and verification activities, which may include

- Purchase request and supporting documents like the statement of work and specifications;
- Purchase order;
- Records of supplier qualifications; and
- Inspection and test records.

Definition: inspection An inspection is an examination or measurement to verify that an item or process meets specified requirements.

Definition: Just- In -Time (JIT) JIT is a method of purchasing for high-volume, repetitive procurements that is characterized by reduced paperwork and streamlined delivery procedures because commodities are kept in stock to meet certain frequent requirements.

Continued on next page

Requisitioning, Inspection, and Acceptance Procedure,

Continued

Definition: Laboratory Purchase Card Program	The <u>Laboratory Purchase Card Program</u> is a method of purchasing that allows a cardholder to purchase items costing \$500 or less for anyone in his/her organization.
---	--

Definition: Local Vendor Agreement (LVA)	An <u>LVA</u> is an agreement with a local supplier for the procurement of standard off-the-shelf items costing \$500 or less.
---	--

Definition: Material Requisition (MR)	An <u>MR</u> is a transaction that is used in place of a Purchase Request for JIT purchasing.
--	---

Definition: Purchase Order (PO)	A <u>PO</u> is a set of contractual requirements that are communicated to the selected supplier by the BUS-5 contract specialist. For the purposes of this procedure, the terms PO and subcontract are considered synonymous.
--	---

Definition: Purchase Request (PR)	A <u>PR</u> is a document upon which the requester specifies and describes the item(s) and/or service(s) to be purchased and the applicable quality assurance and other requirements or Laboratory standards.
--	---

Definition: testing	<u>Testing</u> refers to the determination of the capability of an item or process to meet specified requirements by subjecting the item to a set of physical, chemical, environmental, or operating conditions.
--------------------------------------	--

Section 2--Responsibilities in Quality-Affecting Procurement, Inspection, and Acceptance

Introduction	This section defines individual and team responsibilities related to quality-affecting procurement, inspection, and acceptance activities.
Requester	The BUS requester is responsible for using this procedure in requesting the procurement of items and services for BUS Division. Specifically, the requester determines appropriate acceptance criteria for the item or service and delineates receiving and inspection requirements for the procurement.
BUS Quality Support Team	The BUS Quality Support Team is responsible for responding to requester inquiries about quality requirements, acceptance criteria, and receiving and inspection requirements for the procurement. The team also directly provides receiving inspection services through the ESH-14 Receiving Inspection Team (RIT), located at SM-30, and for supplier qualification services, as requested.
BUS Contract Specialist	The BUS contract specialist is responsible for ensuring that procurement documents and records adequately reflect specified acceptance criteria and that they meet receiving, inspection, and supplier qualification requirements per Procurement SP 46.1.
RIT	The RIT is responsible for providing receiving inspection services, which include item inspection at SM-30 and other locations, as feasible, and for nonconformance identification. The RIT is also responsible for supplier corrective action assurance, as required, and for inspection records retention by ESH-14 Certified Receiving Inspectors. Additionally, the RIT will respond to requester inquiries regarding inspection standards or tasks to be included in procurement acceptance criteria.

Requisitioning

Introduction

In initiating procurements, it is important to determine whether quality assurance (QA) controls should be applied to increase the assurance of the proper performance of the item or service being requisitioned. BUS Division initiates many important procurements both for itself and for others at the Laboratory (i.e., JITs and blanket purchase agreements).

Determining QA control application

A procurement requires QA controls when the requester believes that failure of the item or service being procured could result in

- Nuclear hazards;
- Environmental contamination;
- Significant hazards to the physical safety of people; or
- Failure to meet critical work requirements.

In addition, QA controls are required when purchasing any categories of items listed in this procedure or where required by code or Laboratory standard.

Categories of items

The following categories of items require procurement quality controls:

Category	Examples
Containers and packaging for hazardous materials	Waste drums, LSA containers, burial boxes, performance-oriented packaging
Items or components identified by DOE as suspect or prone to being counterfeited	High-strength fasteners (SAE grades 5 and 8), circuit breakers, pipe fittings, components
Equipment and machinery commonly containing suspect/counterfeit items or components	High-vacuum pumps, heavy machinery, gloveboxes, compressors, valves
HEPA filters	HEPA filters
Hoisting, lifting, and rigging equipment	Chain and chain fittings, wire rope and fittings, cranes, manlifts, shackles, lifting hooks, slings

Continued on next page

Requisitioning, Continued

No QA required Follow the steps below if it is determined that QA controls are not required.

Step	Action
1	Check the “No” box on the “Quality Assurance” line of the “Supplemental Information” block on the PR, Form 838, ST 4180.
2	Complete the rest of the PR (or MR in the case of a JIT procurement) using the guidelines in <i>Purchasing at Los Alamos National Laboratory: A Requester’s Guide</i> .

QA required procedure

If a PR will be used to requisition the materials or services and if it is determined that QA controls are required, follow the steps below.

Step	Action
1	Check the “Yes” box on the “Quality Assurance” line of the “Supplemental Information” Block on the PR, Form 838, ST 4180.
2	Ensure that the specifications, statement of work, and/or drawings adequately describe what is to be procured and the acceptance criteria (refer to the Inspection and Acceptance Procedure, below). Note: QA documentation requirements (i.e., certifications, test reports, engineering drawings, etc.) are listed as separate line items on the PR.
3	Contact the BUS Quality Support Team (5-6377) for assistance in completing the QA Supplemental Sheet, Form 838c (Attachment 2).
4	Complete the rest of the PR and attachments using the guidelines in <i>Purchasing at Los Alamos National Laboratory: A Requester’s Guide</i> and submit the PR to the contract specialist.

Continued on next page

Requisitioning, Continued

QA required procedure (continued)

IF ...	THEN ...
an MR will be used to requisition the materials,	some simple QA controls may be placed on MRs. put "QA documentation" and/or "receiving inspection" in the "Comments" field of the MR screen. Note: Contact the BUS Quality Support Team (5-6377) for assistance in determining QA documentation requirements and inspection responsibility.

Note: Procurement of items or services requiring QA controls may not be made via credit card, LVA, or small purchase reimbursement methods.

Section 3 -- Inspection and Acceptance

Introduction The requester is responsible for verifying and documenting that goods or services meet the specified requirements. The requester determines the method and intensity of the verification. The basis for this determination shall be consideration of

- Consequences of failure;
 - Complexity or uniqueness of the item;
 - Supplier performance history;
 - Difficulty of correction, repair, or replacement in the event of failure; and
 - Requirements of applicable codes, regulations, and standards.
-

Standard quality consideration only If no specific QA controls were applied to the procurement, items and services are delivered to the requester in accordance with the purchase order terms and standard BUS procedures. The requester inspects and accepts the procured items or services and documents that the quality is acceptable at his/her own discretion.

Verification If the QA controls are applied to the procurement, verification requirements are established at that time. Verification requirements may include inspection of supplier certifications and test reports, witness of supplier inspections and tests, Laboratory inspection at the supplier's facility prior to shipment (source inspection), or inspection and test upon receipt. The verification record for items or services procured addresses verification of each specified acceptance criterion.

Continued on next page

Inspection and Acceptance, Continued

Item inspection The requester may choose to use ESH-14's RIT receiving inspection services, conduct his/her own inspection and tests, or use both methods in combination to accomplish verification requirements. The following table outlines the procedures to be followed.

IF ...	THEN ...
items are received in BUS-4 Receiving that are coded for RIT inspection,	the shipment will be delivered to the RIT for inspection in accordance with RIT procedures and will be delivered to the requester with documentation of the RIT inspection results.
items are received in BUS-4 Receiving that are not coded for RIT inspection,	the shipment will be delivered to the requester for inspection and acceptance. The requester creates and maintains documentation of the inspection and acceptance activities.

Inspection of services When services are supplied, the requester documents receipt and acceptance and verifies that the services performed met the contractual requirements.

Non-conformances If an item is determined to be unacceptable based upon failure to meet a specified acceptance criterion, it is considered to be a nonconformance, and the steps taken to resolve it are documented. Pending resolution of the nonconformance, steps are taken to ensure that the item is labeled and segregated from acceptable items to preclude inadvertent use.
